

Vacancy Announcement

OPEN TO: Any Qualified and Well-Experienced Individual

POSITION: Senior Butler

OPENING DATE: December 11, 2014

CLOSING DATE: December 31, 2014

WORK HOURS: Full-time; 48 hours/week

SALARY: JD 800 – 1000 per month, dependent upon experience

The U.S. Ambassador's Residence is currently seeking a full-time Senior Butler 5-6 days per week for the Official Residence. The selected individual will be hired under an annual, renewable contract. In addition to salary, the individual will receive a one-month bonus, leave, uniforms, health insurance, and severance pay.

BASIC FUNCTION OF POSITION

The incumbent will coordinate activities and planned events held at the residence, also will serve guests and assist in dinner parties and other evening events. The Incumbent will review the weekly schedule with the Ambassador or with the house manager and carry out any official or personal instructions. The incumbent will be required to assist the cook and will be required to perform other duties as assigned by the Residence Manager.

QUALIFICATIONS REQUIRED:

1. Minimum 8 years' experience serving as a Senior Butler
2. Experience in protocol and table etiquette
3. Baking and cooking knowledge would be a plus
4. High level of English
5. Willingness to work extra hours for representational events
6. Excellent interpersonal skills including ability to work as part of a team.

TO APPLY:

Interested candidates need to submit their CV's and supporting documents to:
Human Resources Office

Fax 593-1598

Applications can also be submitted electronically through AmmanEmployment@State.gov.
Please note "Senior Butler" in the subject line of the e-mail.

CLOSING DATE FOR THIS POSITION: December 31, 2014, 2014

An Equal Opportunity Employer